



2021 County Clerk Annual Report

Audrey McGraw, County Clerk

Deb Schroedl, Chief Deputy

Kay Basler, Deputy

2021 ELECTIONS

Election Date	Population	Registered Voters	Ballots Cast
February 16, 2021	84,692	54,180 64.7%	5957 11%
Spring Primary: State Senator District #13, State Superintendent of Public Instruction, Municipal, School Board			
April 6, 2021	84,692	54,090 63.8%	15,022 27.8%
Spring General: State Senator District #13, State Superintendent of Public Instruction, Municipal, Municipal Referendum, School Board			
June 15, 2021	84,692	14,003 16.5%	1871 13.4%
Special Primary: State Assembly District #37			
July 13, 2021	84,692	13,822 16.3%	12,820 15.7%
Special Partisan Election: State Assembly District #37			

2021 Other Activities

- Upgraded Firewall protection for our stand-alone Data Comm Servers.
- Offering virtual Marriage Application Services
- WisVote provider for 9 municipalities that consists of updating voter registrations and recording of each actual voter for each election. Also, logging and tracking absentee ballots which consists of many additional steps and manhours.
- Continued counter service for DNR, ATV, boats, and snowmobile registration as a convenience to county residents.
- Accepted Debit and/or Credit Card payments in the amount of **\$51,724.** in 2021
- Process passports & take passport photos with 6 Federally Certified staff (annual certification required).
- Continued education as available towards becoming a Master County Clerk.
- *2 Scheduled 2021 Elections:*
 - **February 16, 2021, Spring Primary**
 - **April 6, 2021, Spring Election**
- *2 Unscheduled Special Elections*
 - **June 15, 2021, Partisan Primary Assembly District 37**
 - **July 13, 2021, Assembly District 37**

Revenue Summary

2018	2019	2020	2021		2020 Revenue	2021 Revenue
460	440	400	481	Marriage License	\$ 26,000	\$31,265
34	61	48	29	ML Waiver Fees	\$ 1200	\$725
4	5	2	1	ML Military Waiver Fees	\$ 20	\$10
				Marriage License Voided/Correction Fee	\$160	\$150
				Mandated Services Total	\$27,380	\$32,150

1025	939	365	618	Passport Fees	\$12,788	\$21,630
844	813	351	674	Passport Photos	\$3,980	\$7,643
				DNR Fees (Conservation)	\$53	\$60
				Plates/Stickers (DMV)	\$30	\$1,12.30
				WisVote Relier (elections)	\$ 13,857	\$3,500
				Total Non-Mandated Services	\$32,028	\$32,833

2021 Responsibilities and Services Provided

Statutory duties of the County Clerk's Office are listed in Wis. Stats. 59.23. The County Clerk performs a wide variety of tasks including:

- ❖ *The County Clerk shall act as Clerk of the Board at all of the Board's regular, special, limited term, and standing committee meetings thereof; under the direction of the County Board Chairperson or committee chairperson, create the agenda for board meetings; keep and record true minutes of all the proceedings of the Board in a format chosen by the Clerk, including all committee meetings, either personally or through the Clerk's appointee; file in the Clerk's office copies of agendas and minutes of board meetings and committee meetings; make regular entries of the board's resolutions and decisions upon all questions; record the vote of each supervisor on any question submitted to the Board, if required by any member present; publish ordinances as provided in § 59.14(1); and perform all duties prescribed by law or required by the Board in connection with its meetings and transactions. [am. 6/10/14, Ord. 2014-09]*
- ❖ *Each committee, board and commission shall select a secretary, who may be appointed by the Clerk to keep and preserve the minutes of committee meetings and attendance in the format determined by the County Clerk. The secretary shall if appointed by the Clerk, sign minutes and file the original copies in the office of the County Clerk [am. 6/10/14, Ord. 2014-09]*
- Apportions State and County taxes together with special charges to the municipal town/village/city clerks by December 1st each year (Finance Department completes)
- Prepare and distribute consolidated ballots for 27 municipalities, 13 schools, county, state, federal elections, and the canvass/return of votes in all counties, state, and federal elections
- Provide voting equipment and handicapped accessible voting machines to 38 polling places in Jefferson County
- Program & test software for 41 county-wide voting machines and 32 handicapped accessible voting machines
- Publish all required election notices in newspapers & website
- Update web page with candidate filings and election results
- Provide services to 9 towns/villages/cities under WisVote maintaining voter registrations & printing poll books for each election: Statistical election data entry and absentee ballot tracking for each relier
- Maintaining web page for elections, county clerk, county directory, committee members, and 27 municipalities
- Active member of Clerk Training Advisory Committee and Clerk WisVote Advisory Committee facilitated through the Wisconsin Elections Commission

- Filing County Officers' official oaths & code of ethics reports
- Issue marriage licenses
- Issue Domestic Partnership terminations
- Sells Department of Natural Resource (DNR) licenses
- Distributes dog licenses and supplies to municipalities; handle animal claims; distribute funds to municipalities
- Certifies Resolutions and Ordinances
- Issue and mail passports and take passport photos
- Compile, print, and distribute the official County directory and monthly updates on webpage
- Issue temporary auto/truck license plates
- Signs deeds transferring County property
- Custodian of all County Contracts

2022 Goals

- Index and scan county wide contracts with MUNIS/Tyler Finance Software Package
- Index and scan marriage license applications as per records retention statute into the Statewide systems (SVRIS)
- Chief Deputy will continue to cross train in election administration
- Continue education as available towards becoming a Master County Clerk
- Continue cyber security election training for County and Chief and Deputy Clerk
- As we are losing 3 deputized Finance Department staff that share duties with the County Clerk staff, we are working on a mainstream system to accommodate both the public and my County Clerk staff in person as well as virtually.